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SECOND DRAFT

T/IX/W-2

Reference: USIB-D-39.7/7

INSTRUCTION FOR THE ESTABLISHMENT, MAINTENANCE, AND USE  
OF THE USIB ADP SYSTEMS LIBRARY

1. PURPOSE: This instruction manual prescribes:

- a. The reporting requirements, procedures, and formats for submission of automated intelligence master data file and computer program descriptions, including associated equipment, to the Defense Intelligence Agency (DIA) for inclusion in the Central Register of the USIB ADP Systems Library. These submissions to DIA apply both to operational computer programs, i.e., programs currently in active service use, and to programs in research and development stages;
- b. Updating maintenance procedures; and
- c. Methods of publishing the USIB Central Register, including interrogation of the Register on an ad hoc basis.

2. POLICY:

- a. As a service of common USIB concern, DIA will maintain an automated Central Register containing descriptions of intelligence data maintained in an automated form, and descriptions of computer programs and associated equipment and/or EAM applications. The purpose of the Central Register is to facilitate the exchange of information among the members of the USIB community, thereby avoiding unnecessary duplication of effort.
- b. The Central Register will be published biannually, the number of volumes for each subject category to be determined in accordance with security classifications established by reporting agencies for each individual format-contribution submitted. In all cases, the security classification will be

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held to the lowest possible level. The automated Central Register may also be interrogated on an ad hoc basis, explained later. The exchange of additional, detailed information, and arrangements for the exchange of data or programs, will be made between the office maintained or developing the product and the requester.

3. SCOPE: This instruction manual applies to all USIB agencies.

4. DEFINITIONS:

a. Master File - A master file is a file which has a combination of data that is contained in no other file. Derivative files with extracted data would not be considered master files unless new information were added. This definition does not apply between installations since a derivative file for one installation may be a master file for another installation. Automated master files here considered are of two types: (1) Those containing intelligence information, including ancillary files needed to process these files, such as an index or thesaurus; and (2) Data reference files, such as used in automated library indexes. All of these will be described for the Central Register of the USIB ADP Systems Library.

b. Automated File - A machine-processable file to include punched cards, paper tape, or magnetic tape, whether used as primary or secondary (back-up) storage. Automated film transparency files, i.e., Intellofax, Minicard, FMA, WALNUT, KWIC, or RADC Tactical Reconnaissance R&D on OSR 405/06, are included.

c. Computer Program - The complete sequence of machine instructions necessary to solve a problem, whether called sub-routine, routine, program, etc., that would be of value to more than one installation.

d. ADP System - For the purpose of this instruction manual, ADP system descriptions are limited to master data files (for computer- and EAM installations), and to computer programs and associated equipment.

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5. REPORTING INSTRUCTIONS:

- a. The information required by this instruction manual will be submitted on punched cards accompanied by a machine listing of each deck.
- b. Enclosures 1-4 (Formats 1-4) provide instructions for the preparation of these cards.
- c. The classification of the card-decks will be kept as low as possible.
- d. Every card must carry the organization code of the originating installation. These codes are given in Enclosure 4.
- e. Information submitted will cover the following subjects:
  - 1) File Description (Format 1)
    - a) Format identifier
    - b) Security classification of card-deck
    - c) Security classification of data in file
    - d) Unique file identifier code
    - e) User's name (Organization code - office to which inquiries for additional details should be directed) (See code list 1 of the DIA draft instruction to be amended)
    - f) Descriptive title of file (See 5.f. below)
    - g) Date of information in file
    - h) Size of file (number of logical records)
    - i) Summary statement describing purpose of file and types of data controlled.
  - 2) Program Description (Format 2)
    - a) Format identifier
    - b) Security classification of card-deck
    - c) Security classification of program
    - d) Unique program identifier code
    - e) User's name (Organization code - office to which inquiries for additional details should be directed) (See code list 1 of the DIA draft instruction to be amended)

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- f) Descriptive title of program
- g) Date of operational use of the program (Date program was or will be operational)
- h) Program language (See 5.h. below)
- i) Abstract describing the program
- j) Nature of input and output media
- k) Equipment configuration (Format 3), including peripheral equipment utilized in operation of the program, and special features required. (See 5.g. below)
- l) Detailed information on interface with supporting communications facilities or systems (Format 4).

f. The descriptive title of file (5.e.1.f. above) will be indicated by intelligence activity code. These codes are given in the code list 2 of the DIA draft instruction.

g. The main frame of equipment model(s) (5.e.2.k. above) will be indicated by the codes given in the code list 3 of the DIA draft instruction. If no appropriate code is found in this list, the manufacturers equipment model designation will be used.

h. The program language used (5.e.2.h. above) will be indicated by the use of the codes given in code list 4 of the DIA draft instruction.

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SUBJECT: Draft Instruction

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1. The following is a draft instruction for the establishment and maintenance of the USIB ADP Systems Library as submitted to CTT IX for consideration during the next committee meeting on 23 November 1964.

2. Paragraph 5.e. contributes the information requirements submitted by CIA and by USIB-S-131/5. Paragraph 5.e. is the requirements submitted in the USIB directive USIB-S-13.1/4. It is not known what type of details were envisaged for inclusion in this paragraph. Clarification of this is being sought by Mr. Landau.

3. Your attention is invited to (1) (b) & (c). The draft here submitted does not contain the details of these procedures which should be discussed by the task team. It is believed that most of the titles submitted by CIA and SIGINT committees were intended for English text descriptions. If this is the case, we must also realize that it will be virtually impossible to search the machine file mechanically. Instead the file can only be studied in terms of the printed listing. It is believed that this will be very slow and cumbersome, defeating the purpose of mechanizing this file since the DIA draft instruction is completely permanent. The file should lend itself to a machine search by any parameter or combination of parameters established. This is the key to CTT IX. Agreement has been reached that the data will be in the form of punched cards. But if the file is in format, it will be a truly mechanized file.

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